



Human Resources and Risk Management Dept.  
205 LAWRENCE STREET, MARIETTA, GA 30061  
AN EQUAL OPPORTUNITY EMPLOYER  
24-HOUR JOB LINE (770) 794-5571  
Web Site: [www.mariettaga.gov](http://www.mariettaga.gov)

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## EMPLOYMENT OPPORTUNITY

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**APPLY ONLINE: [www.joinmariettapd.com](http://www.joinmariettapd.com)**

**JOB TITLE: POLICE OFFICER**

**JOB NUMBER: 15-000**

**DEPARTMENT: POLICE**

**PAY GRADE: 113 (Not Exempt)**

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### **SALARY RANGES:**

- Entry Rate 1:** \$36,483 annually – New hires and current employees with HS diploma or GED, and who are **not GA P.O.S.T. certified.**
- Entry Rate 2:** \$38,313 annually – GA P.O.S.T. certified officer with less than 2 years exp. as a certified Georgia peace officer OR  
New hires certified from another state in good standing and less than 2 years' experience as a peace officer OR  
Those hired after 7-1-08 with an AA/AS degree upon obtaining their GA P.O.S.T. certification.
- Entry Rate 3:** \$40,131 annually – New hires with minimum 2 years' experience as a certified Georgia peace officer and GA P.O.S.T. certification OR  
New hires who have peace officer certification from another state in good standing and a minimum of 2 years' experience as a certified peace officer OR  
Employees hired after 7-1-08 with a BA/BS degree upon obtaining their GA P.O.S.T. certification.

### **ESSENTIAL JOB FUNCTIONS:**

1. Patrols assigned area to control traffic, prevent crime or disturbance of peace, and arrest violators as required. Officers will be issued various equipment to include a patrol car with radio, portable radio, various weapons, shoes and uniforms. Additional equipment will be issued for special assignments for bicycle patrol, narcotics units, forensic technician, detectives, K-9, STEP, etc.
2. Identifies criminal offenders and criminal activity, and where appropriate apprehends offenders. Holds suspects and calls for back-up as needed. Participates in subsequent court proceedings as required.
3. Responds to emergency dispatch including calls from citizens requesting emergency assistance in order to prevent injury, death, and/or damage to property. Calls out medical personnel as needed and provides emergency first aid, when necessary, until emergency personnel arrive.

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**ESSENTIAL JOB FUNCTIONS (continued):**

4. Provides assistance and backs up other officers as needed on dangerous calls. Holds suspects until prisoner transport unit arrives or makes transport themselves. Secures crime scene evidence and requests Field Evidence Technicians as needed.
5. Enforces state and local laws by arresting violators who commit misdemeanors and felonies. Keeps current with changes in laws impacting law enforcement procedures including attending seminars and formal training as required.
6. Appears in city, state, and federal courts as a witness or to defend charges as appropriate. Provides incident reports and related evidence to prosecutors and attorneys as needed.
7. Engages in traffic control activities which include responding to traffic accidents; issuing traffic and parking citations; conducting sobriety tests, directing and re-routing traffic around accidents, street hazards and congestion; assisting persons stranded on public roadways; dispatches emergency personnel and tow trucks to clear traffic congestion.
8. Completes daily shift activity and incident reports as required. Completes all report records for performance and court proceedings.
9. May be assigned apprehension and detection activities which include interviewing victims, witnesses, and other involved parties; collecting evidence; assembling composites, photos, and line-ups for suspect identification; communicating with other agencies to obtain additional evidence; and documenting actions with daily reports.
10. May be assigned surveillance, undercover, for observation of unlawful activities.

**QUALIFICATIONS:**

- High school diploma or GED
- Must be at least 21 years of age (at least 20 ½ years of age at time of written exam) and a U.S. citizen (proof of U.S. citizenship at time of hire required).
- Must be fluent in the English language, (including reading, writing, and speaking).
- Must be able to pass a computerized entry examination, background investigation, and oral examination, polygraph examination, and drug screen.
- Must obtain a Georgia Peace Officer Standard Training Certification (POST) by the end of working test period and maintain certification annually by attending at least 20 hours of POST-approved training.
- Must be able to successfully pass a standard physical fitness exam, medical exam and drug screen, a polygraph exam, and psychological test.
- Must achieve and maintain certification in the use of firearms.
- Valid Class C Georgia driver's license and a satisfactory 7-year driving history.
- Must be free of any felony convictions, domestic violence convictions, or sufficient misdemeanor convictions to evidence a pattern. Must be of good habits and moral character.

*Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

**CLOSING DATE:            OPEN UNTIL FILLED**